

OFFICE OF COUNCIL SERVICES

CITY AND COUNTY OF HONOLULU
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CHARMAINE T. DORAN
DIRECTOR

February 20, 2014

TO: CYNTHIA NAKAZAKI, CLERK
COMMITTEE ON BUDGET

FROM: CATHERINE PLIGAVKO, LEGISLATIVE ANALYST *CP*
GAVIN KENNEDY, LEGISLATIVE ANALYST *GK*
DENISSE GEE, LEGISLATIVE ANALYST *DG*
OFFICE OF COUNCIL SERVICES

THROUGH: CHARMAINE T. DORAN, DIRECTOR *CD*
OFFICE OF COUNCIL SERVICES

SUBJECT: STAFF INSTRUCTIONS FOR COUNCILMEMBER
BUDGET AND GIA AMENDMENTS FOR FY 2015

RECEIVED
CITY CLERK
C & C OF HONOLULU
2014 FEB 20 A 10:59

Attached are the Staff Instructions for Councilmember Budget and Grants in Aid Amendments. These instructions have also been distributed to Council staff at the group training session on February 20th.

Please contact us if you have any questions about the foregoing.

Attachment

cc: All Councilmembers

**Staff Instructions for Councilmember
Budget and Grants in Aid Amendments**

FY 2015

**Staff Instructions for Councilmember
Budget and Grants in Aid Amendments
FY 2015**

Contacts:

Councilmember Ann Kobayashi	Chair of Budget Committee	x85005
Michele Sansone	Senior Aide to Committee Chair	x85057
Cynthia Nakazaki	Committee Clerk	x83815
Catherine Pligavko	OCS Analyst – Executive Operating and HART Operating	x83867
Gavin Kennedy	OCS Analyst – Executive Capital, and PIM Review	x83868
Denisse Gee	OCS Analyst – Legislative and HART Capital	x83866
Lloyd Yoshioka	OCS Attorney	x83873

I. Purpose:

The purpose of the amendment forms is four-fold:

- A. To provide information to the Budget Committee about the budget amendments proposed by Councilmembers.
- B. To make budget amendment requests part of the public record. The Councilmember's name, staff contact, and priority level will be made public.
- C. To determine if proposed amendments are consistent with development plans, ordinance provisions, and charter requirements.
- D. To provide sufficient detail to the administration to ensure that appropriations are expended by the administration in accordance with budget amendments adopted by the Council.

II. General Instructions:

- A. Instructions and amendment forms are included in this packet for the following items: the executive operating and capital budgets, the legislative budget, and the operating and capital budgets for the Honolulu Authority for Rapid Transportation (HART). Instructions and amendment forms are also included for projects funded by the Grants in Aid fund.
- B. Due dates for amendment forms to be submitted to the committee are as follows:
- CD1: March 21, 2014, 4:30 p.m.
 - CD2: April 25, 2014, 4:30 p.m.
- C. Please adhere to the following procedures when submitting budget amendment forms:
- Transmittal memo: a cover memo should be used to transmit proposed amendments to the committee as an attachment. The memo should be addressed to the Budget Committee Clerk.

The memo may be prepared by using the provided template (Attachment A) with the appropriate letterhead. An electronic file (Word document) is available in the OCS resource file. **Please do not include any additional information in the transmittal memo.**
 - Amendment forms must be submitted in both hardcopy and electronic format to the Budget Committee.
 - Two (2) identical hard copies of each set of amendment forms (i.e., 2 copies of executive operating amendment forms; 2 copies of executive capital amendments and so on), must be included with the transmittal memo to the Budget Committee Clerk.
 - Excel workbooks (not PDFs) for all budget amendments must also be submitted via email to the Budget Committee Clerk. The Excel workbook must be identical to the submitted hardcopies.
- D. Additional guidance and guidelines for budget amendment forms:
- Electronic files for preparing amendments will be made available via the OCS resource file.
 - To avoid the loss of work, download and save the master Excel workbook to your own computer. This should be done prior to adding any data or text to the amendment form and Excel workbook.

- All budget amendment forms must be numbered consecutively for each separate budget (# of # for executive operating amendments; # of # for executive capital amendments, etc.)
- For operating budget amendments, forms must be organized and submitted in the same order as the budget ordinance being amended. For example, all General Government amendments should be first, followed by Public Safety amendments and so on.

For your convenience, an Excel workbook has been pre-loaded and organized by activity in order of the executive operating budget. Keeping your amendment forms in this pre-set order will facilitate the submittal of your amendments to the committee.

- For capital budget amendments, a "priority" number should be assigned to each proposed amendment. Capital budget amendment forms must also be organized and submitted in the same order as the budget ordinance being amended.
- For Grants in Aid amendments, a "priority" number must be assigned to each proposed amendment. All amendment forms must also be submitted in alphabetical order based on the legal names of the grantees.
- Prior to submitting amendment forms and electronic files, unused Excel worksheets should be deleted from your saved workbook. Submitted forms and electronic files should only contain forms that detailed proposed budget amendments and should not include any blank pages.
- OCS is available to review proposed amendment forms prior to submittal to the committee. Please submit a request to OCS by the following dates:
 - CD1: March 17, 2014, 4:30 p.m.
 - CD2: April 21, 2014, 4:30 p.m.

III. Executive, Legislative, and HART Operating Budget Amendment Forms- Attachments B, C, and D

A. General instructions

1. Amend only one activity per amendment form. If there is insufficient space on the one page form for all your councilmember's amendments for a certain activity, please use two or more forms.
2. As noted above, all amendments should be submitted in the order of the budget bill. This means that all amendments to General Government should be first, followed by Public Safety, then Highways and Streets, etc. For example, Mayor: Administration should always be page 1 of xx if there are any proposed amendments to that activity. Those wanting to make changes to a large number of activities in the executive operating budget may wish to use the Operating Amendment Form- ALL ACTIVITIES workbook, which has sequential worksheets for each activity as well as pre-filled information sections.
3. Any amendment to add funds to the executive, legislative or HART operating budgets must be offset by an equal or greater amount in proposed reductions in that budget's operating funds. The reductions may be taken from another activity, but should be from the same source of funds.
4. In the past, proposals to amend debt service activities and transfers of funds have not been successful.
5. In the past, proposals to amend revenue assumptions as a means to pay for proposed additions to the operating budgets have not been successful. However, your Councilmember may introduce new legislation or amend or support legislation proposed by the Mayor relating to any tax or fee.
6. If proposing a grant for an organization within the Office of Special Projects using a funding source other than the Grants in Aid fund, you may use a Grants in Aid amendment form in lieu of an executive operating budget form. See Section V for complete instructions.

B. Page and Date

Number the pages consecutively. For example, page 1 of x pages of your executive operating budget amendments. Note the date of submittal on all amendment forms.

C. Councilmember and Staff Contact

On each form identify the Councilmember requesting the amendment, the staff person, and the staff person's phone number. The staff person may be contacted to obtain any additional information regarding the project as may be required.

D. Function, Program, Department, Activity

To fill in these lines, find the activity that you want to amend in the budget bill. The function, program and department will be shown above it. See Attachment E.

E. Detailed Description of Amendment

Provide a detailed description of each proposed change. For example, if the proposal is to add a position, describe the type of position and the job duties. If the proposal is to add funds for current expenses or equipment, describe what the funds will be used for. If you know what object code is being amended please include it in the description. Object codes are noted in the line-item report submitted to the council. If you would like to add a proviso to the amendment, include it in this column.

The detailed descriptions of accepted amendments are included in the budget ordinance. Therefore, to achieve consistency within the budget ordinance please use the basic structure for consistency for each character of expenditure.

1. Salaries

"Add/Reduce/Restore one position and funding for salaries for...."

Here are some examples to illustrate. Please note that positions don't need to be referenced if the position count is not being amended.

"Add one position and funding for an Economic Development Specialist"

"Reduce funding for salaries for OC 1102- Non-Holiday Overtime Pay"

"Restore funding for salaries for OC 1108- Night Shift Pay"

"Restore" should be used in lieu of "add" when restoring a position or funding that was cut in a prior council draft of the budget bill.

2. Current Expenses

"Add/Reduce/Restore funding for current expenses for"

Here are some examples to illustrate.

"Add funding for current expenses for medical supplies"

"Reduce funding for current expenses for OC 2501- Ammunition"

"Restore funding for current expenses for OC 2356- Other Food"

"Restore" should be used in lieu of "add" when restoring funding that was cut in a prior council draft of the budget bill.

3. Equipment

"Add/Reduce/Restore funding for equipment for"

Here are some examples to illustrate.

"Add funding for equipment for new computer monitors"

"Reduce funding for equipment for OC 4473- Computer Software"

"Restore funding for equipment for OC 4365- Scientific Equipment"

"Restore" should be used in lieu of "add" when restoring funding that was cut in a prior council draft of the budget bill.

F. Position count

Fill in this column only if the proposal involves additions or deletions of positions. Positions are counted in terms of full time equivalent; a 20 hour position is considered half-time (0.50 FTE). Please note that although the council may add positions, only the mayor has the authority to abolish existing positions.

The council may, however, delete positions added during a prior council draft. For example, if the council added an economic development specialist in the CD1 version of the budget, the council can delete the position in the CD2 version.

G. Amount

Include the dollar amount of the adjustment. Deletions will be shown with parentheses.

H. Character of Expenditure

Indicate the character(s) of expenditure, using the following codes:

S = salaries

CE = current expenses (e.g., office supplies, utilities, rental costs)

E = equipment

I. Source of Funds

For each amendment, indicate the fund code using the codes found on the front page of the proposed operating budget bill.

Please note that the Solid Waste Special Fund (WF) is broken out into four different accounts: 250- General Operating Account; 255- Honolulu Solid Waste District Facility Account; 256- Glass Incentive Account; and 259- Recycling Account. Each account is balanced separately. Appropriations for the Solid Waste Special Fund are further broken out by account in the Line Item Report submitted to the council.

When known, please use the following codes in your amendment worksheets.

WF-GN- General Operating Account

WF-HP- Honolulu Solid Waste Disposal Facility Account (H-POWER)

WF-GL- Glass Incentive Account

WF-RC- Recycling Account

If you are adding an item to the budget using the Solid Waste Special Fund and are unsure of what fund code to use, the general code WF may be used.

J. Column 7: Additional Explanation

Provide a detailed, factual explanation for the proposed amendment. For example, if funding is being added to the budget for the purposes of restoring a cut from a previous draft, it should be stated in this column.

K. Check Your Work

All amendment amounts must identify the character of expenditure as well as the source of funds. Ensure that all description language follow the format indicated in Section E (above). See Attachment F for an example of a completed operating amendment form.

IV. Executive and HART Capital Budget Amendment Forms - Attachments G, H, K, and L

Projects in the capital budget are typically funded through the issuance of debt, which has an impact on future operating budgets. Therefore, additions to the proposed capital budget in excess of \$200,000 should be accompanied by deletions from the same funding source.

List each addition and deletion on the appropriate summary forms and detail each addition or deletion separately on an amendment form. Amend, add, or delete only one project per form. For the summary form only, please add rows as needed.

A. Page and Date

Number the pages consecutively. For example, page 1 of x pages of your executive capital budget amendments. All electronic and hardcopy capital amendments should follow the same order as the budget bill. Note the date of submittal on all amendment forms.

B. Councilmember, Contact, and Priority Number

1. On each form, identify the Councilmember requesting the amendment, the staff person, and the staff person's phone number. The staff person may be contacted to obtain any additional information regarding the project as may be required.
2. Within each budget (executive capital and HART capital) assign each amendment a priority number, with the number one being the highest priority request of your councilmember.

C. Function, Program, and Department

The budget is organized by program structure. In order to correctly add a new project to the budget, the appropriate function, program (sub-function), and department must be identified for all projects. This may be accomplished by reviewing the budget program book or budget bill for similar projects. See Attachment I.

D. Project Number

Identify the project number (e.g. 200458) in the appropriate field if your amendment involves a project already in the executive capital budget bill or budget program book.

E. Title and Description

1. Titles and descriptions for new projects must be clear, concise, and specific. Enter the title and description in the same format used in the capital budget bill to match administration's format (Title in CAPS). Pay particular attention to location, spelling, and park or street names. If the location is particularly vague, use the tax map key. The following may be useful for successful implementation of a project:

- a. Location - provide street addresses and/or locations. Specific information regarding location is important.
- b. If the amendment involves an existing facility or park, be sure to use the full official name (i.e. include neighborhood, community, mini, etc.) and spell it correctly! Some parks have similar names (e.g. Sunset Beach Park and Sunset Beach Support Park) so we need the specific title given by Parks and Recreation. If the name of the facility is misspelled or misidentified, the project may not be implemented.

Use the Department of Parks and Recreation's online resource (<http://gis.hicentral.com/fastmaps/parks>). OCS also has a copy of DPR's Index to Oahu Parks and Facilities (April, 1997), which may be used if additional details are required.

- c. Note that more than one tax map key may be involved. The publications cited above may contain this information. Otherwise, additional research may be required.
 - d. Consider consolidating all requests for a single park or street into one amendment to an existing or new project (e.g. Sunset Beach Park - Various Park Improvements).
 - e. Consider whether the item should be submitted as an operating budget request. Capital budget items are generally funded using long-term bonds (20+ years) and have significant interest costs. As a general rule, capital budget items should have a useful life at least as long as the term of the bond.
2. Amendments to a project already existing in the budget bill:
 - a. Provide the exact title, as it appears in the budget bill or budget program book. Illustrate desired changes in Ramseyer format. Bracket language that should be deleted and underscore new language.

- b. Provide the exact description, as it exists in the budget bill or budget program book. Illustrate desired changes in Ramseyer format. Bracket language that should be deleted and underscore new language.

Be aware that if funding is being added or deleted, the project description may need to be amended to properly reflect the project's work phases. An example of a project description amendment for an amendment deleting all construction funding would be, "Plan[,] and design [, and construct] park improvements."

If the amendment had been to add construction funding, a likely project description would be, "Plan [and]_, design,and construct park improvements."

F. Existing Amount Columns

If a project is already included in the budget, these columns will need to be completed exactly as they are shown in the budget bill. If a new project is being added, these columns should be blank.

1. Work Phase Amount

Identify the amount of funding for each work phases (see below) currently in the budget bill, regardless of whether that phase is being amended. The Excel worksheets include a function that will sum the amount in the last row. This sum must equal the "Total All Funds" column of the project in the budget bill.

2. Work Phase

Capital projects are broken out by various phases such as planning, design, construction, etc. Use the abbreviations found in the budget program book or budget bill. All work phases (and corresponding amounts) should be included in the amendment spreadsheet, regardless of whether that phase is being amended.

3. Source of Funds Amount

Identify the amount broken out by each source of funds (see below) currently in the budget bill, regardless of whether that source of funds is being amended. The Excel worksheets include a function that will sum the amount in the last row. This total must equal the "Total All Funds" column of the project in the budget bill and must also equal the sum of the Work Phase Amount column of the form.

4. Source of Funds/Fund Code

Capital projects use various sources of funding, such as general improvement bond funds, highway improvement bond funds, community development fund, etc. Use the fund code abbreviations found in the budget program book or budget bill. All sources of funds (and corresponding amounts) should be included in the amendment spreadsheet, regardless of whether that source of funds is being amended.

G. Amendment Columns

1. Work Phase Amount

New projects must identify the amount requested for each work phase in this column. Round up to the nearest \$1,000. For amendments to projects existing in the current budget bill, identify amounts that should be increased or decreased by work phase. Deletions will be shown with parentheses.

The Excel worksheets include a function that will sum the amount in the last row.

2. Work Phase

Use the abbreviations found in the budget program book or budget bill. For amendments to projects existing in the current budget bill, include all work phases regardless of whether the phase is being amended.

3. Source of Funds Amount

New projects must identify the amount requested for each source of funds in this column. For amendments to projects existing in the current budget bill, identify amounts that should be increased or decreased by source of funds. Deletions will be shown with parentheses.

The Excel worksheets include a function that will sum the amount in the last row. This total must be equal to the "Amendment – Work Phase Amount" total.

4. Source of Funds/Fund Code

Capital projects use various sources of funding, such as general improvement bond funds, highway improvement bond funds, community development fund, etc. Use the abbreviations found in the

budget program book or budget bill. For amendments to projects existing in the current budget bill, include all fund codes regardless of whether the funding source is being amended.

Certain funds may have limitations on how they can be used. Identification of an inappropriate funding source may disallow implementation of the project. Verify that the funds identified can be used for the requested project.

H. Amendment Description

Each request for a new project or amendment to an existing project must be described. Once submitted, the forms will become public documents so it is important that the description of each amendment is clear. Providing a clear explanation of what the amendment seeks to accomplish will allow the budget committee and the public to better understand the project or amendment. This is especially important if the amendment is particularly confusing, such as both adding and deleting amounts and changing the source of funds.

An example of an appropriate description amendment: "This amendment deletes construction funding for the Mililani Mauka Community Park project and makes the corresponding project description amendment to delete the reference to construction."

I. Check Your Work

The amounts detailed by work phases should total to the same number as the amount detailed by source of funds. See Attachment J for an example of a completed capital amendment form.

J. Summary of Amendments (for Executive Capital only)

1. List all amendments that add funds on the summary of add amendments form. See Attachment K. Assign each project a priority number; the number one being the highest priority. Identify the amount of the addition by fund source for each project.
2. List all amendments that reduce funds on the summary of minus amendments form. See Attachment L. Assign each project a priority number; the number one being the first project that should be reduced. Identify the amount of the reduction by fund source for each project.

V. GIA Amendment Form - Attachment M

Section 9-205, RCH established a Grants in Aid Fund. The same section requires that no less than \$250,000 be expended annually in each council district.

Per Section 6-52.4, ROH, the Council shall only consider projects that have submitted applications to the Grants in Aid Advisory Commission by the January 20th deadline if funded by the Grants in Aid fund.

However, Councilmembers are not precluded from proposing the addition of grants for other organizations that did not apply to the Grants in Aid Advisory Commission, provided those projects are funded by the General Fund. It is preferred that all grants proposed for the Office of Special Projects be proposed through a Grants in Aid amendment form, rather than as an amendment to the operating budget.

Amend, add, or delete only one project per form.

A. Page and Date

Number the pages consecutively. For example, page 1 of x pages of your GIA amendments. All electronic and hardcopy GIA amendments should be in alphabetical order of Grantee's Legal Name. Note the date of submittal on all amendment forms.

B. Councilmember, Contact, and Priority Number

1. On each form, identify the Councilmember requesting the amendment, the staff person, and the staff person's phone number.
2. Assign each amendment a priority number, with the number one being the highest priority request of your councilmember.

C. Function, Program, Department, and Activity

To fill in these lines, find the activity that you want to amend in the budget bill.¹ See Attachment N.

D. Grantee Legal Name, Grant Activity Name, and Project Description

To fill in these lines, refer to the Grantee's Proposal. Provide the exact legal name, grant activity name, and project description as it appears in the Grantee's Proposal. See Attachment O.

1. Last year Grants in Aid funding was appropriated in the Office of Special Projects activity within the Department of Community Services' operating budget, although it is possible that the administration could place the funding in another activity or in the Capital budget for FY 2015.

As noted above, the Council shall only consider projects that have submitted applications to the Grants in Aid Advisory Commission by the January 20th deadline if funded by the Grants in Aid fund. If proposing the addition of a project that did not apply to the Grants in Aid Advisory Commission, you are responsible to researching and providing this information.

E. Existing Amount Columns

If a project has been recommended for funding by the Grants in Aid Advisory Commission, these columns will need to be completed to show the Grants in Aid Advisory Commission's recommendation. If an amendment is proposing adding funding for a project that was not recommended for funding by the Grants in Aid Advisory Commission, these columns should be blank.

4. Council District Amount

Identify the amount of funding for each Council district (see below) currently recommended by the Grants in Aid Advisory Commission. This information should be included Grant in Aid Advisory Commission Report. The Excel worksheets include a function that will sum the amount in the last row.

5. Council District

Because of the requirement that no less than \$250,000 be expended annually in each Council district, Grants in Aid funding is broken out by Council district. Use the number (i.e., "1", "2", "3", etc.) to identify each Council district.

6. Source of Funds Amount

Identify the amount broken out by each source of funds (see below) currently recommended for funding by the Grants in Aid Advisory Commission.

The Excel worksheets include a function that will sum the amount in the last row. This total must be equal to the "Existing Amount – Council District Amount" total.

7. Source of Funds/Fund Code

The Grants in Aid Advisory Commission will likely only recommend projects to be funded by the Grants in Aid Fund (GR).

F. Amendment Columns

Any increases or decreases to funding amounts for projects recommended by the Grants in Aid Advisory Commission or proposals to add funding for a project that was not recommended for funding by the Grants in Aid Advisory Commission should be shown in these columns.

Grants in Aid projects are funded through the Grants in Aid Fund (GR). Per charter, a minimum of one-half percent of the estimated general fund revenues are deposited into the Grants in Aid Fund. In order to avoid exceeding the estimated revenues for the Grants in Aid fund, any funding additions should ideally be accompanied by a deletion for another project(s) in an equivalent amount.

1. Council District Amount

For amendments to projects recommended for funding by the Grants in Aid Advisory Commission, identify amounts that should be increased or decreased by Council district. New projects must identify the amount requested for each work phase in this column. Please note that any additions or deletions must be distributed in an amount proportional to the amount requested by the grantee (i.e. do not add or reduce funding for only one council district if the organization indicated that the project will serve multiple council districts). See Attachment P.

The Excel worksheets include a function that will sum the amount in the last row.

2. Council District

Because of the requirement that no less than \$250,000 be expended annually in each Council district, Grants in Aid funding is broken out by Council district. Use the number (i.e., "1", "2", "3", etc.) to identify each Council district.

3. Source of Funds Amount

Identify the requested amendment amount by each source of funds in this column. Reductions in funding will be shown with parentheses.

The Excel worksheets include a function that will sum the amount in the last row. This total must be equal to the "Amendment – Council District Amount" total.

4. Source of Funds/Fund Code

Use the abbreviations found in the budget program book or budget bill. Typically, you will only be using the Grants in Aid Fund (GR) or General Fund (GN).

G. Amendment Description

Provide a detailed, factual explanation for the proposed amendment. Once submitted, the forms will become public documents so it is important that the description of each amendment is clear. Providing a clear explanation of what the amendment seeks to accomplish will allow the budget committee and the public to better understand the project or amendment.

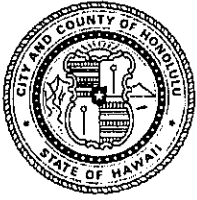
H. Check Your Work

The amounts detailed by council district should total to the same number as the amount detailed by source of funds. See Attachment P for an example of a completed Grants in Aid amendment form.

Attachments:

- A: Letter of Transmittal Example
- B: Form: Executive Operating Amendment
- C: Form: Legislative Amendment
- D: Form: HART Operating Amendment
- E: Location of Functions, Programs, Departments, and Activities in Operating Budget Ordinance
- F: Form: Sample Operating Amendment
- G: Form: CIP Amendment
- H: Form: HART CIP Amendment
- I: Location of Functions, Programs, and Departments in Capital Budget Ordinance
- J: Form: CIP Summary of Add Amendments
- K: Form: CIP Summary of Minus Amendments
- L: Form: Sample CIP Amendment
- M: Form: GIA Amendment
- N: Location of Functions, Programs, Departments, and Activities for Grants in Aid in the Operating Budget Ordinance
- O: Location of Grantee Legal Name, Grant Activity Name, Project Description and Council District Allocation in Grantee's Proposal
- P: Form: Sample GIA Amendment

Attachment A



CLARK KENT
COUNCILMEMBER
(808) 768-9999

CITY COUNCIL

CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII 96813-3065

March 21, 2014

TO: CYNTHIA NAKAZAKI
OFFICE OF THE CITY CLERK

FROM: COUNCILMEMBER *(insert name of Councilmember)*

RE: PROPOSED BUDGET AND GRANTS IN AID AMENDMENTS

Attached please find my proposed budget and Grants in Aid amendments to the following bills for consideration by the Budget Committee:

Bill XX (2014): Executive Operating Budget

Bill XX (2014): Executive Capital Budget

Bill XX (2014): Legislative Budget

Bill XX (2014): HART Operating Budget

Bill XX (2014): HART Capital Budget

Thank you.

Attachment B

EXECUTIVE OPERATING BUDGET

PROPOSED AMENDMENT TO BILL __ (2014)

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 84

[illegible]

Attachment C

LEGISLATIVE BUDGET
PROPOSED AMENDMENT TO BILL __ (2014)

DATE:

STAFF & PHONE EXT:

PROGRAM:

ACTIVITY:

[illegible][illegible]

Attachment D

HART OPERATING BUDGET

PROPOSED AMENDMENT TO BILL __ (2014)

DATE:

STAFF & PHONE EXT:

PROGRAM:

ACTIVITY:

[illegible][illegible]

Attachment E



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

ORDINANCE 10-11
BILL 15 (2010), FD1, CD2

A BILL FOR AN ORDINANCE

SECTION 2 The monies described in Section 1 for the fiscal year July 1, 2010 to June 30, 2011 are appropriated as indicated to the following activities in the GENERAL GOVERNMENT function.

| FUNCTIONS, PROGRAMS & ACTIVITIES | NUMBER OF POSITIONS (F.T.E.) | SALARIES | CURRENT EXPENSES | EQUIPMENT | TOTAL ALL FUNDS | SOURCE OF FUNDS |
|--|------------------------------|-----------|------------------|-----------|-----------------|---|
| GENERAL GOVERNMENT ← FUNCTION | | | | | | |
| EXECUTIVE ← PROGRAM | | | | | | |
| Mayor ← DEPARTMENT | | | | | | |
| Administration | 8.00 | \$489,020 | \$70,017 | \$0 | \$559,037 | \$559,037 GN |
| Contingency Fund | 0.00 | 0 | 25,118 | 0 | 25,118 | 25,118 GN |
| Managing Director ← DEPARTMENT | | | | | | |
| City Management | 29.00 | 1,247,898 | 478,158 | 0 | 1,724,052 | 1,724,052 GN |
| Culture and the Arts | 5.00 | 291,380 | 420,350 | 0 | 711,730 | 711,730 GN |
| Neighborhood Commission | 17.00 | 598,498 | 330,918 | 0 | 929,414 | 929,414 GN |
| Vacant Funded Positions | 0.00 | 170,900 | 0 | 0 | 170,900 | 170,900 GN |
| Office of Housing | 2.00 | 123,876 | 0 | 0 | 123,876 | 123,876 GN |
| Department of Customer Services ← DEPARTMENT | | | | | | |
| Administration | 8.33 | 356,036 | 70,251 | 0 | 426,287 | 426,287 GN |
| Public Communication | 38.75 | 1,514,650 | 352,338 | 0 | 1,866,988 | 1,824,673 GN
42,315 SP |
| Sales to City Hall | 93.50 | 3,204,812 | 654,387 | 0 | 3,859,179 | 3,859,179 GN |
| Motor Vehicle, Licensing and Permits | 187.50 | 6,748,684 | 8,510,913 | 0 | 14,257,597 | 11,683,248 GN
2,594,351 HB |
| Vacant Funded Positions | 0.00 | 823,602 | 0 | 0 | 823,602 | 713,466 GN
110,136 HB |
| FINANCE ← PROGRAM | | | | | | |
| Department of Budget and Fiscal Services ← DEPARTMENT | | | | | | |
| Administration | 15.80 | 879,802 | 53,461 | 0 | 933,263 | 933,263 GN |
| Internal Control | 7.00 | 439,200 | 291,149 | 0 | 730,349 | 730,349 GN |
| Fiscal/CIP Administration | 17.00 | 874,696 | 351,970 | 0 | 1,226,666 | 472,182 GN
579,532 CD
175,152 FG |
| Budgetary Administration | 12.00 | 816,268 | 12,150 | 0 | 828,408 | 828,408 GN |
| Accounting and Fiscal Services | 93.00 | 3,868,858 | 202,622 | 0 | 4,071,480 | 3,012,223 GN
221,324 SW
88,224 WF
109,410 SV
119,812 SE
82,562 RL
284,752 FG
60,171 TR
102,972 CD |
| Purchasing and General Services | 29.00 | 1,409,383 | 85,381 | 0 | 1,495,744 | 1,495,744 GN |
| Real Property | 114.50 | 4,239,091 | 850,110 | 0 | 5,089,201 | 5,089,201 GN |
| Treasury | 43.00 | 1,441,460 | 780,224 | 0 | 2,221,684 | 2,197,984 GN
4,700 WF
19,000 SE |
| Liquor Commission | 58.00 | 1,617,644 | 1,255,837 | 0 | 2,773,481 | 2,773,481 LC |
| Vacant Funded Positions | 0.00 | 1,564,911 | 0 | 0 | 1,564,911 | 776,395 GN
687,440 LC
101,076 CD |
| DATA PROCESSING ← PROGRAM | | | | | | |
| Department of Information Technology ← DEPARTMENT | | | | | | |
| Administration | 8.00 | 331,555 | 9,400,636 | 231,860 | 9,964,051 | 9,964,051 GN |
| Applications | 74.00 | 3,847,692 | 37,224 | 0 | 3,884,916 | 3,883,736 GN
77,088 SW
(4,200) WF
85,664 FG
13,812 SE
48,816 LC |
| Technical Support | 39.00 | 1,887,588 | 0 | 0 | 1,887,588 | 1,887,588 GN |
| Operations | 32.00 | 1,204,630 | 12,660 | 0 | 1,217,290 | 1,172,794 GN
44,496 FG |
| Vacant Funded Positions | 0.00 | 829,476 | 0 | 0 | 829,476 | 614,568 GN
45,576 WF
118,020 SW
51,312 SE |

Attachment F

EXECUTIVE OPERATING BUDGET
PROPOSED AMENDMENT TO BILL ## (2014)

| | |
|--------------------|------------------------------------|
| PAGE: | 3 of 3 |
| DATE: | 1/25/2013 |
| COUNCILMEMBER: | CLARK KENT |
| STAFF & PHONE EXT: | LOIS LANE x 8999 |
| FUNCTION: | CULTURE-RECREATION |
| PROGRAM: | PARKS AND RECREATION |
| DEPARTMENT: | DEPARTMENT OF PARKS AND RECREATION |
| ACTIVITY: | RECREATION SERVICES |

| DETAILED DESCRIPTION OF AMENDMENT | AMENDMENT | | | | ADDITIONAL EXPLANATION |
|--|----------------------|--------------|--------------------------|-----------|--|
| | POSITION COUNT (+/-) | AMOUNT (+/-) | CHARACTER OF EXPENDITURE | FUND CODE | |
| Add one position and funding for salaries for a full-time recreation specialist | 1.00 | \$42,000 | S | GN | Recreation specialist to coordinate park activities. |
| Reduce funding for salaries for OC 1102- Non-Holiday Overtime Pay | | (\$60,000) | S | GN | Amendment reduces the increase over FY14. |
| Reduce funding for current expenses for OC 3302- Electricity | | (\$20,000) | CE | GN | PV panels have recently been installed at parks. |
| Reduce funding for current expenses for OC 3302- Electricity | | (\$5,000) | CE | HN | PV panels have recently been installed at parks. |
| Add funding for equipment. Add proviso: "At least \$12,000 of current expenses shall be appropriated for the purchase of kilns for McCully District Park." | | \$12,000 | E | GN | No kilns have been available for the summer fun program at McCully District Park since 2012. |
| | | | | | |

Attachment G

PROPOSED AMENDMENT TO BILL __ (2014)

PAGE: _____ of _____
 DATE: _____
 COUNCILMEMBER: _____
 STAFF & PHONE EXT: _____
 PRIORITY: _____

| | |
|---|--|
| FUNCTION: | |
| PROGRAM: | |
| DEPARTMENT: | |
| PROJECT NUMBER: | |
| PROJECT TITLE: | |
| PROJECT DESCRIPTION: | |
| Use Ramseyer formatting to show description amendments. | |

| EXISTING AMOUNT | | | | AMENDMENT | | | |
|-----------------|---------------|--------|--------------|-----------|---------------|--------|--------------|
| AMOUNT | WORK
PHASE | AMOUNT | FUND
CODE | AMOUNT | WORK
PHASE | AMOUNT | FUND
CODE |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| \$0 | | \$0 | | \$0 | | \$0 | |

| AMENDMENT DESCRIPTION | |
|-----------------------|--|
| | |

Attachment H

HART CAPITAL BUDGET

PROPOSED AMENDMENT TO BILL ____ (2014)

PAGE: _____ of _____
 DATE: _____
 COUNCILMEMBER: _____
 STAFF & PHONE EXT: _____
 PRIORITY: _____

| | |
|---|--|
| FUNCTION: | |
| PROGRAM: | |
| DEPARTMENT: | |
| PROJECT NUMBER: | |
| PROJECT TITLE: | |
| PROJECT DESCRIPTION: | |
| Use Ramseyer formatting to show description amendments. | |

| EXISTING AMOUNT | | | | AMENDMENT | | | |
|-----------------|------------|--------|-----------|-----------|------------|--------|-----------|
| AMOUNT | WORK PHASE | AMOUNT | FUND CODE | AMOUNT | WORK PHASE | AMOUNT | FUND CODE |
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| | | | | | | | |
| \$0 | | \$0 | | \$0 | | \$0 | |

| AMENDMENT DESCRIPTION |
|-----------------------|
| |

Attachment I



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

ORDINANCE 10-12
BILL 16 (2010), CD2

A BILL FOR AN ORDINANCE

SECTION 2. The monies described in Section 1 for the fiscal year July 1, 2010 to June 30, 2011 are appropriated as indicated to the following projects and public improvements in the GENERAL GOVERNMENT function. Nothing in this section shall be construed as restricting the allocation of monies among the work phase appropriations (e.g., planning, design, and construction).

| PROJECT
NUMBER | FUNCTIONS, PROGRAMS & PROJECTS | WORK
PHASE | SOURCE
OF
FUNDS | TOTAL
ALL
FUNDS |
|---|---|---|---|-----------------------|
| <p><u>GENERAL GOVERNMENT</u> ← <u>FUNCTION</u></p> <p><u>STAFF AGENCIES</u> ← <u>PROGRAM</u></p> <p><u>BUDGET AND FISCAL SERVICES</u> ← <u>DEPARTMENT</u></p> | | | | |
| 1998602 | <p>PROCUREMENT OF MAJOR EQUIPMENT ← <u>PROJECT</u></p> <p>Acquisition of major equipment for agencies/departments to deliver services to the public in a timely and cost effective manner.</p> | 17,974,979 E | 4,193,715 GI
2,632,000 HI
9,399,000 WB
159,000 TR
709,514 BT
490,000 GC
28,500 LC
385,250 SV | 17,974,879 |
| 1979110 | <p>PROJECT ADJUSTMENTS ACCOUNT ← <u>PROJECT</u></p> <p>Funding for any project cost exceeding the estimate for land acquisition, planning, design, construction, inspection, other equipment, and relocation for projects included in the capital budget.</p> | 2,000 X | 1,000 GI
1,000 HI | 2,000 |
| <p><u>INFORMATION TECHNOLOGY</u> ← <u>DEPARTMENT</u></p> | | | | |
| 2002750 | <p>INTEGRATED FINANCIAL & HUMAN RESOURCE SYSTEM (FINANCIAL ACCOUNTING SYSTEM)</p> <p>Design and implement an integral financial and human resource system, incorporating and replacing the current CIFS and CHRMS systems. Costs include hiring of consultants and purchase of hardware/software licensing.</p> | 600,000 D
130,000 E
700,000 X | 1,430,000 GI | 1,430,000 |
| <p><u>PUBLIC FACILITIES-ADDITIONS AND IMPROVEMENTS</u> ← <u>PROGRAM</u></p> <p><u>DESIGN AND CONSTRUCTION</u> ← <u>DEPARTMENT</u></p> | | | | |
| 1994009 | <p>AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENTS TO PUBLIC BUILDINGS ← <u>PROJECT</u></p> <p>Plan, design, construct, provide construction inspection and related equipment for accessibility improvements to City owned facilities.</p> | 10,000 P
10,000 D
110,000 C
5,000 I
5,000 E | 140,000 GI | 140,000 |
| 2010142 | <p>EWA VILLAGES WATER LINE IMPROVEMENTS ← <u>PROJECT</u></p> <p>Plan, design and construct upgrade improvements to the existing R-1 water irrigation system/water line in Ewa Villages.</p> | 9,000 P
490,000 D
1,000 C | 500,000 GI | 500,000 |
| | <p>FARRINGTON HIGHWAY IMPROVEMENTS ← <u>PROJECT</u></p> <p>Plan and design improvements on the city portions of Farrington Highway.</p> | 1,000,000 P
1,000 D | 1,001,000 GI | 1,001,000 |

Attachment J

EXECUTIVE CAPITAL BUDGET
PROPOSED AMENDMENT TO BILL __ (2014)

PAGE: 1 of 5
 DATE: 1/25/2014
 COUNCILMEMBER: CLARK KENT
 STAFF & PHONE EXT: LOIS LANE x 83456
 PRIORITY: #2

| | |
|---|--|
| FUNCTION: | GENERAL GOVERNMENT |
| PROGRAM: | PUBLIC FACILITIES-ADDITIONS AND IMPROVEMENTS |
| DEPARTMENT: | DESIGN AND CONSTRUCTION |
| PROJECT NUMBER: | 1995006 |
| PROJECT TITLE: | KAPOLEI CONSOLIDATED CORPORATION YARD |
| PROJECT DESCRIPTION: | [Design, construct,] <u>Construct</u> , inspect and purchase equipment for the final phase of the master planned corporation yard. |
| Use Ramseyer formatting to show description amendments. | |

| EXISTING AMOUNT | | | | AMENDMENT | | | |
|-----------------|------------|-------------|-----------|-------------|------------|-------------|-----------|
| AMOUNT | WORK PHASE | AMOUNT | FUND CODE | AMOUNT | WORK PHASE | AMOUNT | FUND CODE |
| \$100,000 | D | \$1,300,000 | GI | (\$100,000) | D | (\$100,000) | GI |
| \$1,000,000 | C | | | \$0 | C | | |
| \$100,000 | I | | | \$0 | I | | |
| \$100,000 | E | | | \$0 | E | | |
| | | | | | | | |
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| | | | | | | | |
| \$1,300,000 | | \$1,300,000 | | (\$100,000) | | (\$100,000) | |

| AMENDMENT DESCRIPTION |
|--|
| <p>This amendment deletes all funding for the design of the project for FY 2014 and removes the design phase in the project description.</p> <p>Construction has already begun on this project removing the need for further design. The design funding deleted from this project can be used for other priorities and projects.</p> |

Attachment K

Councilmember: _____

(Only include amendments involving a net addition of funds. Exclude projects only amending language.)

[illegible]

Attachment L

Date: __/__/14

Councilmember: _____

**Summary of Minus Amendments
Executive Capital Budget
Bill __ (2014)**

(Only include amendments involving a net reduction of funds. Exclude projects only amending language.)

[illegible]

Attachment M

GRANTS IN AID
PROPOSED AMENDMENT TO BILL ___ (2013)

PAGE: _____ of _____
 DATE: _____
 COUNCILMEMBER: _____
 STAFF & PHONE EXT: _____
 PRIORITY: _____

| | |
|----------------------|--|
| FUNCTION: | |
| PROGRAM: | |
| DEPARTMENT: | |
| ACTIVITY: | |
| GRANTEE LEGAL NAME: | |
| GRANT ACTIVITY NAME: | |
| PROJECT DESCRIPTION: | |

| EXISTING AMOUNT | | | | AMENDMENT | | | |
|-----------------|------------------|--------|-----------|-----------|------------------|--------|-----------|
| AMOUNT | COUNCIL DISTRICT | AMOUNT | FUND CODE | AMOUNT | COUNCIL DISTRICT | AMOUNT | FUND CODE |
| | | | | | | | |
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| | | | | | | | |
| \$0 | | \$0 | | \$0 | | \$0 | |

| AMENDMENT DESCRIPTION |
|-----------------------|
| |

Attachment N



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

ORDINANCE 13-19

BILL 11 (2013), CD2, FD1

A BILL FOR AN ORDINANCE

SECTION 6. The monies described in Section 1 for the fiscal year July 1, 2013 to June 30, 2014 are appropriated as indicated to the following activities in the HUMAN SERVICES function.

| FUNCTIONS, PROGRAMS & ACTIVITIES | NUMBER OF
POSITIONS
(F.T.E.) | SALARIES | CURRENT
EXPENSES | EQUIPMENT | TOTAL
ALL
FUNDS | SOURCE
OF
FUNDS |
|--|------------------------------------|---------------------|---------------------|-----------------|-----------------------|--|
| HUMAN SERVICES ← FUNCTION | | | | | | |
| HUMAN SERVICES: ← PROGRAM | | | | | | |
| Department of Community Services ← DEPARTMENT | | | | | | |
| Administration | 9.00 | \$512,832 | \$1,765,763 | \$0 | \$2,278,595 | \$2,278,595 GN |
| Office of Special Projects ← ACTIVITY | 11.00 | 470,416 | 9,099,011 | 0 | 9,569,427 | 3,313,817 GN
662,240 CD
5,519,851 GR
15,567 LE
57,852 FG
258,908 FG |
| Oahu Workforce Investment Board | 7.00 | 142,068 | 116,840 | 0 | 258,908 | 258,908 FG |
| Community Assistance | 73.00 | 3,102,036 | 53,849,669 | 57,000 | 57,008,725 | 1,480,532 GN
72,276 CD
5,233,000 RA
3,205,000 RL
47,017,917 SE |
| Elderly Services | 29.80 | 935,940 | 8,902,548 | 0 | 9,838,488 | 580,378 GN
3,187,457 FG
6,090,653 SP |
| Community Based Development | 14.00 | 809,324 | 9,126,672 | 0 | 9,935,996 | 2,694,740 GN
921,156 CD
6,320,100 FG
405,951 GN
12,006,228 FG
23,022 SP |
| WorkHawaii | 105.00 | 4,697,725 | 7,737,476 | 0 | 12,435,201 | |
| TOTAL HUMAN SERVICES | 248.80 | \$10,670,341 | \$90,597,999 | \$57,000 | \$101,325,340 | \$101,325,340 |

| HUMAN SERVICES
SOURCE OF FUNDS | | |
|--|------------|----------------------|
| GN General Fund | | \$10,734,013 |
| HW Highway Fund | | 0 |
| SW Sewer Fund | | 0 |
| BT Bus Transportation Fund | | 0 |
| LC Liquor Commission Fund | | 0 |
| BK Bikeway Fund | | 0 |
| HB Highway Beautification and Disposal
of Abandoned Vehicles Revolving Fund | | 0 |
| SV Special Events Fund | | 0 |
| GC Golf Fund | | 0 |
| WF Solid Waste Special Fund | | 0 |
| HN Hanauma Bay Nature Preserve Fund | | 0 |
| RA Rental Assistance Fund | 5,233,000 | |
| LE Leasehold Conversion Fund | 15,567 | |
| HD Housing Development Special Fund | 0 | |
| GR Grants In Aid Fund | 5,519,851 | |
| CD Community Development Fund | 1,655,672 | |
| RL Housing and Community Development
Rehabilitation Loan Fund | 3,205,000 | |
| SE Housing and Community Development,
Section 8 Contract Fund | 47,017,917 | |
| FG Federal Grants Fund | 21,830,645 | |
| SP Special Projects Fund | 6,113,875 | |
| TOTAL HUMAN SERVICES | | \$101,325,340 |

Attachment O

APPENDIX F: GRANTEE'S PROPOSAL
SOLICITATION NO. GRP-DCS-632512

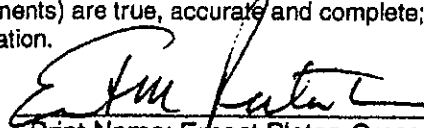
Description: Provide services to economically and/or socially disadvantaged populations or provide services for public benefit in the areas of the arts, culture, economic development or the environment pursuant to Section 9-205 of the Revised Charter of Honolulu.

| | |
|---|-----------------------------|
| Grantee Legal Name: | Hale Kipa, Inc. |
| Grant Activity Name: | Emergency Shelter for Youth |
| Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. | |
| Hale Kipa will provide emergency shelter to 175 runaway, homeless, or abused, youth, ages 10-17. Outcomes include increased safety, well-being and self sufficiency and exiting to safe and appropriate living situations for all of these youth. | |

| | | |
|--|---|--|
| Council District
(Check all districts that will benefit from the Grant Activity. Provide the amount requested per district). | | |
| <input checked="" type="checkbox"/> District 1
\$10,000 | <input checked="" type="checkbox"/> District 2
\$5,000 | <input checked="" type="checkbox"/> District 3
\$5,000 |
| <input checked="" type="checkbox"/> District 4
\$5,000 | <input checked="" type="checkbox"/> District 5
\$5,000 | <input checked="" type="checkbox"/> District 6
\$5,000 |
| <input checked="" type="checkbox"/> District 7
\$10,000 | <input checked="" type="checkbox"/> District 8
\$5,000 | <input checked="" type="checkbox"/> District 9
\$10,000 |
| Total Amount Requested
(Minimum of \$25,000): | | \$60,000 |

| | | |
|---|--|--|
| Type of Grant Activity: | | |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Culture | <input type="checkbox"/> Community Development |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Environment | <input type="checkbox"/> Public Service - Seniors |
| <input checked="" type="checkbox"/> Public Service - Children | <input type="checkbox"/> Public Service - Disabilities | <input type="checkbox"/> Public Service - Homeless |
| <input type="checkbox"/> Public Service - Other (describe): | | |

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this GRP; (ii) personally prepared or reviewed the matters found in this GRP (including any related documents/attachments); (iii) asserts all statements made in this GRP and related Grant Related Proposal (including all attachments) are true, accurate and complete; and (iv) has the requisite skills and knowledge to assert the foregoing certification.


Print Name: Ernest Pletan-Cross
Title: CEO

Date

6/26/2013

Attachment P

GRANTS IN AID
PROPOSED AMENDMENT TO BILL ___ (2013)

PAGE: 1 of 3
DATE: 2/14/2014
COUNCILMEMBER: CLARK KENT
STAFF & PHONE EXT: LOIS LANE x82014
PRIORITY: 1

| | |
|----------------------|---|
| FUNCTION: | Human Services |
| PROGRAM: | Human Services |
| DEPARTMENT: | Community Services |
| ACTIVITY: | Office of Special Projects |
| GRANTEE LEGAL NAME: | Hale Kipa, Inc. |
| GRANT ACTIVITY NAME: | Emergency Shelter for Youth |
| PROJECT DESCRIPTION: | Hale Kipa will provide emergency shelter to 175 runaway, homeless, or abused youth ages 10-17. Outcomes include increased safety, well-being and self-sufficiency and exiting to safe and appropriate living situations for all of these youth. |

| EXISTING AMOUNT | | | | AMENDMENT | | | |
|-----------------|------------------|----------|-----------|------------|------------------|------------|-----------|
| AMOUNT | COUNCIL DISTRICT | AMOUNT | FUND CODE | AMOUNT | COUNCIL DISTRICT | AMOUNT | FUND CODE |
| \$10,000 | 1 | \$60,000 | GR | (\$5,000) | 1 | (\$30,000) | GR |
| \$5,000 | 2 | | | (\$2,500) | 2 | | |
| \$5,000 | 3 | | | (\$2,500) | 3 | | |
| \$5,000 | 4 | | | (\$2,500) | 4 | | |
| \$5,000 | 5 | | | (\$2,500) | 5 | | |
| \$5,000 | 6 | | | (\$2,500) | 6 | | |
| \$10,000 | 7 | | | (\$5,000) | 7 | | |
| \$5,000 | 8 | | | (\$2,500) | 8 | | |
| \$10,000 | 9 | | | (\$5,000) | 9 | | |
| \$60,000 | | \$60,000 | | (\$30,000) | | (\$30,000) | |

| AMENDMENT DESCRIPTION |
|--|
| Funding is reduced to open up funding for other worthwhile GIA projects. |